

**Convene the Development Operations Partnership Meeting**

**Welcome and Purpose of the Meeting: Sam Elters**

Sam stated the purpose of the meeting was to communicate and exchange information and progress made to date. It is important to enjoy each other's company and celebrate accomplishments.

**Review the Agenda and Ground Rules: James Young**

James familiarized the team with the contents of the participant packet (agenda, pep reports, pep form, and feedback form). He reviewed the agenda, and ground rules. He also mentioned the importance of PEP and meeting evaluation forms for the team and meeting.

**Announcements and Introductions: State Engineer's Office**

Sam Elters and senior leaders made announcements and told the group that Dave Sikes (Holbrook DE) would be retiring May 1<sup>st</sup>. Tim Wolfe was placed in charge of the Phoenix Maintenance District. Scott Nodes is the acting manager for TTG. Dan Lance told the group that John Hauskins is now at MCDOT. Sam Maroufkhani told the group that Bob Miller is retiring as of 2/23/07. Sam and senior leaders encouraged anyone interested in open positions to apply for them. Sam Elters stated that Richard Travis is now the Deputy Director.

Sam Elters discussed photo enforcement and the studies of the pilot program in Scottsdale. DPS asked to take the lead on this and Mike Manthey is working with DPS to implement it by March 1<sup>st</sup>+/- . Prescott Valley has volunteered for the first pilot project which will include both fixed and mobile photo enforcement options.

Next the cap on project costs was discussed. The cap has been \$50k for ADOT however the AGC has been approached and is supportive to raise the cap to the \$189k with the GDP index so it matches the cities and county. A bill will be moving through the Legislature with resolution hoped for by the end of this Legislative session.

Sam Elters discussed "HOT" which ADOA has approved. ADOT is now gearing up for implementation and Diane Mitten will travel to the District to inform them of details.

Pay Plan – Sam mentioned the 3.5% for state employees and the 5% increase for S&T series. It is not clear how the percentages will be applied however, 8.5% has been asked for – pending at this time.

AASHTO Spring Meeting is May 3 – 7 and volunteers are needed. A message will be sent asking for volunteers. About 30 people are needed each day. However the same volunteers will not be needed for all five days. It will be possible to work (volunteer) and participate.

Communication – Sam Elters asked to refrain from making policy statements to the media or to Board Members. CCP must be relied on to handle these types of communication. They are very capable and with so much going on at ADOT we have to be careful what is communicated and when. We must be credible with the public. With Board Member communication, it is important to make sure everything goes through the front office especially policy statements in general. We must be careful expressing our opinions. We are, as a state, growing. We are looking for ways to enhance what we do and it is a process of continuous improvement.

ESO – there is a new position being created. In Utilities and Rail Road, another T3 position and a T4 position are being planned to manage the unit.

Ethics – Sam Elters stated that training has been done and that each division will be asked to develop a list of ethical questions for ITD for discussion. He emphasized that ADOT must be seen as credible and trusted! Be careful going to hospitality rooms and spending large amounts of time there. Perceptions are reality!

Contracting authority dollars are being reviewed and consideration is being given to increase them – more will be coming in the future on this.

#### **Review Charter and PEP Results: Doug Forstie**

Doug Forstie called everyone's attention to the Dev/Ops Partnership Charter which was posted on the wall and asked if anyone felt changes were necessary to submit them for consideration.

#### **What is New & Different:**

##### **Todd Williams – Office of Environmental Services**

Please refer to presentation slides on the website.

A presentation on AZ Wildlife Linkages Initiative was made recently and three separate awards were presented to the department for their efforts. Research studies are underway on Highway 260 (Elk Crosswalk and radio collaring elk).

The Environmental Management and Compliance Plan will be developed starting next week. They are in the process of developing a "one stop shop" to handle issues.

Eleven of twelve staff members have been hired. Todd W. has been there for eleven months with many accomplishments. Staff members discussed the following:

- \* Developing a system for environmental compliance can mean less rigorous oversight by other agencies and less fines. That is what the EMS system is for.
- \* Environmental compliance – information was presented regarding the

current status. Some aspects have been completed and others need to be enhanced. Training is needed so everyone will be aware of compliance requirements. A training needs assessment is being done with training to follow.

- \* Revising the construction SWPPP template is being worked on with a new version due out in April 07.

- \* Maintenance & Facilities BMP manual is being revised and should be out next week. The plan is to test it for a year and then make revisions. Permanent water BMPs are being developed.

- \* ADEQ primacy hasn't been settled yet. There is a hearing on April 17<sup>th</sup>.

- \* De-icing buildings – support is being given to the design.

Environmental assistance is being given for the Payson new wash rack facility as well.

Todd Williams indicated that the Office will support all Districts. Needs are still being assessed, so business should continue as usual until formal changes are made.

#### **ITG Website Update: Matt Burdick**

Please refer to presentation slides on the website.

The new website is more functional and user-friendly. All information to be placed on the website is reviewed by the ADOT Web Team and new pages then are placed on the site. Matt reviewed the screen pages. The site includes environmental documents, project information, e-newsletters, etc. and links are included to other project partners. Dave Sikes suggested this should be communicated to northern Arizona tribes (Navajo Nation, etc.) to help them.

#### **Status Reports from Current Task Teams**

##### **Project Development Process Manual Update: Bob Miller**

Status: No information available at this time..

Team Members: Bob Miller

Target Date: on-going

Additional Discussion: none

##### **New Standard Spec Book: Barry Crockett**

Status: Please view presentation. See Tracking Sheet

Team Members: See Tracking Sheet

Target Date: November 2007

Additional Discussion: Mike Manthey would like relevant areas to review the book for “fatal flaws” prior to finalizing it. Sam Elters asked every area to review their stored specs to make sure they are up to date prior to publication. Barry asked that all items be sent in by May to either Barry or Joe Roman and Joe and Barry will provide help if needed.

**SATS Update: Julio Alvarado**

Status: Please view presentation

Team Members:

Target Date: Completed

Additional Discussion: Reports can now be separated. The more accurate information is useful in performance management.

**District Communication Plan: Matt Burdick**

Status: Please view presentation.

Team Members: n/a

Target Date: Completed

Additional Discussion: Meetings have been completed with eight districts and tribal relations are being added. The NEPA process is also being worked on to expand involvement and participation by stakeholders. The CCP focus is on providing standardized and consistent process and information statewide.

**Department Strategy: Sally Stewart & Paul Patane**

Status: Please view presentation.

Team Members:

Target Date:

Additional Discussion: The team has worked to develop the agency policy by asking other states for their processes. Working with other local jurisdictions was key. An internal policy was drafted. Traffic Impact Analysis was reviewed. Developers need to pay for all costs associated with their projects. Dan Lance indicated that other impact fees are being reviewed by the Legislature.

**Obtain Customer Satisfaction: Matt Burdick / James Young**

Status: Please view presentation.

Additional Discussion:

Matt indicated there would be changes to the standard specs and the Fine-Tuned Process is being used for the Partnering spec.

**Quality Improvement of Project Deliverables: Al Kattan**

Status: Please view presentation.

Team Members: See Tracking Sheet

Target Date: none listed

Additional Discussion: Sam indicated that the senior leaders are involved and engaged. Sam hopes to have this effort institutionalized and has high expectations of its outcomes. Al stated that the ISO 9000 standard is the focus and process mapping is occurring in some areas with measurements being established. Employees are identifying their own improvements with some being moved on to the senior leader level for implementation.

**Provide Annual Maintenance and Operation Costs: Randy Allenstein**

Status: Please view presentation.

Team Members: Found on presentation

Target Date:

Additional Discussion: Randy stated the team has not met formally yet but has done preliminary work. They have looked at other governments and the methods they use. The team will meet in March 07 and hope to propose a resolution at the June 07 Ops/Dev meeting. February 08 is targeted for final resolution.

**Determine Next Steps and Meeting Date: Michael Carter**

Mike provided a handout with information regarding tentative meeting location for the Payson meeting in June. The Best Western is currently the location. He will send an email asking for the group's desires on dates and for the event.

**Meeting Adjourned**

**MEETING EVALUATION**

**What was most valuable for you?**

Hearing the updates and new information. Meeting the new staff.  
Information.

Learning that I had a new assignment. SATS update.

Updates from teams and seeing everyone.

Updates by task teams.

The good information presented.

Good meeting.

The information updates were very good.

To see the interaction between Development and Operations. Updates from  
different working groups.

The progress the team has made.

Being able to meet and interact with the different groups in ADOT.

The presentations, knowing what is going on with various sections.

Strategies to deal with outside/private agencies.

Updates by the various teams. Opportunity to network and talk to others.

Team updates.

Presentation and discussion on new standard spec book and maintenance  
operations costs.

Sam Elters coverage of issues, especially ethics.

Sam Elters initial announcements of new agency-wide developments. New  
policy creation for developer funded TI's.

Info sharing and updates.

All presentations were very informative.

Presentation and discussion about department-wide strategy to deal with  
private/outside agency requests for construction improvements.

"What was new and different"

Leadership updates.

Update presentations – specifically Matt M. update on new CCP plan, update on new TI's, and possible funding for maintenance. Love the location!  
Issue awareness. Networking, informal conversations.  
Update reports valuable to keep sections managers and DE's informed, but as usual we try to crowd too many reports into too tight presentations.  
Everybody being in one spot.

**What would you suggest that would help future meetings to be more successful?**

Eggs with the bacon.  
Put water pitchers on the tables, rather than with the coffee. Charge less \$\$ - don't provide breakfast, just coffee. Have copies of slides available – don't hand out, just have available if anyone wants one.  
Water on tables would be nice. Maybe some hard candy on the table.  
Continue to provide announcements by the State Engineer.  
Limit agenda items or more frequent meetings or longer meeting.  
Need to allow more time for presentations and Q/A and discussions.  
Nothing, meeting was great.  
Less aggressive schedule. Time keeper.  
Make PowerPoint notes available online.  
May need to allot more time for meeting or reduce number of topics. Some speakers were rushed and unable to fully present their info.  
More time for leadership updates.  
Be more aggressive while managing speaker's time.  
Copies of previous Dev/Ops minutes or a summary of the outstanding issues to be addressed at current meeting. It would serve to refresh people's memories of the previous discussion.  
Have backup presenters for the couple of agenda items that were missed.  
Microphone and speaker system.  
Discussion on working with the legislature. Challenges on funding and unfunded mandates.  
None- overall very good!  
Looser agenda so presenters aren't so rushed. This agenda was better but still room for improvement.  
To prioritize one or two agency-wide issues for discussion, debate, and proposals for solutions.  
Nothing.

**Overall comments and rating of the meeting:      3.60**

Good meeting – ran smoothly.  
Great facility.  
Good info – presenters were well prepared.  
Excellent facility for this kind of meeting. Nice diversion for breaks & lunch.  
Great location.

Couldn't we meet without refreshments and charge?

Good discussion at the meeting, intro comments and overview by Sam Elters provided the global picture and overview of CES was helpful. Facility worked well and the presentations were easy to follow.

Maybe a more strict time keeper.

Great meeting, very informative.

Thanks.